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UNITED STATES DEPARTMENT OF AGRICULTURE.
BUREAU OF ENTOMOLOGY.
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Forest Entomology Brief 38. November 21, 1916.

DIRECTIONS FOR PACKING AND SHIPMENT OF SPECIMENS OF INSECTS AND THEIR WORK.

To receive specific information on insects, insect injury and remedies promptly,

(1) **Address** inquiries and specimens to the **Bureau of Entomology, U.S.Dept. of Agriculture, Washington, D.C.** This Bureau is the only organization in the Federal Government Service that is charged with the study of insect problems, so that correspondence on such matters must reach this Bureau before it can be given proper attention. Addressing to any other office only delays matters.

The name and address of the writer should also appear plainly on wrappers.

(2) **Specimens of live insects and their work**, preferably fresh, should accompany inquiries and should be packed about as follows:

(a) **Wood and bark-borers** are best left in their burrows and the wood or bark containing them cut into convenient sections, tied and wrapped in two thicknesses of stout paper; (b) **leaf-eating insects** (separated by kind, if more than one, to prevent cannibalism), in tight wooden or tin containers or mailing tubes manufactured for the purpose stocked with their favorite food (holes are unnecessary); (c) **underground insects**, in earth; (d) **scale insects**, attached to the bark or leaf; (e) **small, soft-bodied insects**, in alcohol (bottles wrapped in cotton and packed like b); (f) **leaves** and **other small specimens** showing insect work, enclosed with letters.

When more than one kind is sent, each should be accurately labeled with locality, name of sender and a number or letter for ready association with corresponding marks in letter or note, and with one another. Labels for insertion with alcoholic specimens should be written with soft pencil. Tight, stout containers properly wrapped, addressed and tied prevent escapes, breakage and loss in transit. Tags must be securely fastened to packages.

(3) **Notes.** It is very important that specimens be accompanied by information, giving as accurately as possible (a) name of host and part attacked, (b) locality, (c) date of collection, (d) character and extent of injury, (e) facilities for disposal of infested timber and (f) any other information that may help to identify the insect and to determine the proper remedy or control measure suitable to the condition of the correspondent. Notes should readily correspond to labels on specimens and may be separate or embodied in the letter.

(4) **Shipping specimens.** Packages, not exceeding 4 pounds in weight, are most conveniently and cheaply sent by Parcels Post. Bulky packages may be sent by freight; fragile, by express. They must always be sent **prepaid**, unless otherwise authorized.

A. D. HOPKINS,

Forest Entomologist.